

E911 Service Board Meeting
September 13, 2012
10:00 AM - CESC

Members Present:	Michael Cline - Chairman David Von Moll - Comptroller Patrick Shumate Tracy Hanger Robert Kemmler Linda Cage	Ronald Mastin Danny Garrison Robert Layman Danny Diggs Mickey Sims
Members Absent:	Samuel Nixon, Jr. D.A. Middleton	Denise Smith John Knapp, Jr. – Vice Chairman
Remote	Abingdon Culpeper	Roanoke Tidewater
Staff Present:	Dorothy Spears-Dean, Coordinator Christopher McIntosh, Advisor Steve Marzolf, ISP Director Jerry Simonoff, ESG Director Sam Keys, Regional Coordinator	Lisa Nicholson, Project Manager Lewis Cassada, Project Manager Joshua Heslinga - Attorney General's Office Terry Mayo, Board Administrative Assistant

1. CALL TO ORDER

The meeting of the E911 Services Board was called to order at 10:02 AM by Ms. Dorothy Spears-Dean doing a roll call to the Regional Facilities. All but one Regional Facility (Tidewater) were on-board and accounted.

2. Approval of the Minutes from July 12, 2012

Chairman Cline asked for changes/additions to the July 12, 2012 Board Minutes. Mr. David Von Moll made a motion to approve the minutes, and Lt. Robert Kemmler 2nd the motion of approval. The Minutes were approved; **8-0-0** (Robert Layman, Chief Ronald Mastin and Linda Cage had not yet arrived).

3. Annual Report

Ms. Spears-Dean addressed the Board and said that she will go over this year's Annual

Report with the Board. Ms. Spears-Dean said that each year staff is required to submit a report. She began by going over the reporting requirements. Ms. Spears-Dean said that at this time the plan does not recommend any changes in the funding budget. However, there are suggested revisions to be made, and they are: 1) Description of the PSAP Validation Process, and 2) Provide more information on the impact that the transfers from the Wireless E911 Fund had on the PSAP Grant Program.

Ms. Spears-Dean asked the Board if they had any additional questions to be included. There were none

4. FY2013 Legislative Agenda

Ms. Spears-Dean said that no specific legislative agenda is proposed in the plan at this time. Instead, the plan recommends that Commonwealth statutes and rules that use such terms as “calls;” “telephone service;” “emergency telephone system;” “trunks;” and “dials/dialed” be examined and modified as appropriate to cover the calling and messaging capabilities enabled by NG911. Staff is recommending that a Board subcommittee be formed to study these recommendations for Next Generation 911.

Chairman Cline asked the Board if they had any questions or comments at this time. There were none. Chairman Cline said that staff will reach out and pull the subcommittee together.

Chairman Cline called for a motion to accept the current version of the report with the note that changes may be forthcoming. Mr. Danny Garrison made a motion to accept the current version of the report with a note that changes may be forthcoming. Lt. Colonel Robert Kemmler 2nd the motion for approval. The motion was approved; **9-0-0** (Linda Cage and Chief Ron Mastin had not yet arrived).

5. OLD BUSINESS

- **Update on Implementation of the Validation Process:** Mr. Steve Marzolf addressed the Board and said that the validation process has been going very well. Checks have been received from those localities who wanted to write a check. The process is on schedule to have all issues resolved by the January timeframe as discussed at the last Board meeting in July.
- **Introduction of New Board Member:** Mr. Cline introduced Mr. Chris McIntosh and said that Mr. McIntosh is now an advisor to the E911 Service Board.

- **Update on NG9-1-1 Implementation Plan:** Ms. Spears-Dean addressed the Board and said that there has been a “Governance Study” of the NG911. Ms. Spears-Dean gave a brief overview of what the study includes. Ms. Spears-Dean said the draft will be available at the next Board meeting in November.

6. NEW BUSINESS

- **Finance Committee Report:** Mr. Steve Marzolf addressed the Board and said the Finance Committee met last Friday, September 7, 2012 and discussed the “end state” of the finances of FY2012 - June 30. Mr. Marzolf referred the Board to the Financial Statements in their Board Packets. Mr. Marzolf said that there are \$4,118,655.25 in the fund balance. Mr. Marzolf said that this is just a “preliminary” report he is giving the Board. He also said that as a result of the 2010 Audit, the legislation was changed last year to allow the Board to carry forward a cash balance in the next fiscal year. The Finance Committee is proposing adding the following statement for the next fiscal year: “It shall be the policy of the Virginia E-911 Services Board to maintain a cash reserve **at least** equal to the average amount of projected expenses for one month of the following fiscal year. As permitted by Section 56-484.17(D) of the Code of Virginia, the Board will, to the maximum extent possible, retain some or all of uncommitted funding at the end of each fiscal year for a reserve balance pursuant to this policy.” Mr. Marzolf said that the Finance Committee is asking the Board to approve this statement being added.

Mr. Marzolf said that there were no new findings in the recent Audit Report, and that the Auditors were pleased with how the Board handled the previous problems.

Chairman Cline called for a motion from the Board on the statement the Finance Committee is recommending. Mr. David Von Moll made a motion to approve the statement, and Mr. Patrick Shumate 2nd the motion for approval. Chairman Cline asked for discussions from the Board. Chief Ronald Mastin asked for a clarification of the amount being retained, and how it will be acquired. Mr. Marzolf said that the amount will fluctuate on an average amount. Chairman Cline asked for more clarification if the money at the end of the year is short would the money come from the grant funds. Mr. Marzolf said to clarify the statement is that the money being retained is from uncommitted funds. Ms. Linda Cage asked if the Governor can take this money. Mr. Marzolf said that the “legislation” is earmarked for this service. The Governor cannot take any money. It can only be done through the General Assembly. Mr. Robert Layman asked for clarification about the \$200,000. Mr. Marzolf said that just because we have a balance does not mean it is money that can be spent for grants. Chairman Cline

asked if there were any more questions from the Board, and there were none.

Chairman Michael Cline then called for a motion to approve retaining a fund balance from the Board. All approved the motion to retain a fund balance; **11-0-0**.

- **Update on ENHANCED 9-1-1 Grant:** Ms. Spears-Dean addressed the Board and gave the Board an update on the grant. The deadline to demonstrate expenditure of funds is September 30, 2012. Ms. Spears-Dean said that the Federal Program Grant Administrator recommended that the original project spending plans be adjusted to utilize additional state match to maintain the entire \$1M grant award. The original spending plans did not include \$513K of uncommitted funds. The adjusted spending plans are as follows: Southside - \$473,309; New River - \$643,000; Southwest - \$683,691 and York County - \$200,000. Staff is seeking concurrence from the Board on two items: 1) Spending Plans adjustment; 2) \$500,000 commitment to York County. Ms. Spears-Dean said the result of this approach will be an additional \$513K in funding for the PSAP Grant Program. Ms. Spears-Dean said that the next step is for staff to move forward with vouchering (draw down of funds). This would allow Ms. Spears-Dean to request the entire \$1M to be transferred to VITA and be available for draw downs. Mr. David Von Moll asked about the terms of drawing down the money. He wanted to know if this is reimbursable money. Ms. Spears said yes. Chairman Michael Cline called for a motion to approve the proposed adjustments. Mr. David Von Moll made a motion to approve, and Lt. Colonel Robert Kemmler 2nd the motion for approval. All approved; **11-0-0**.
- **New Vice Chairman for the Board:** Ms. Spears Dean addressed the Board and informed the Board that Mr. John Knapp has retired from Verizon. Ms. Spears-Dean said that since Mr. Knapp will probably be replaced on the Board in the next couple of months, the Board needs to approve a Vice Chair replacement and bring it to the Board at the next meeting. Chairman Cline commented that he agrees and that the Board should think about a replacement Vice Chairman and bring suggestions at the next Board Meeting in November.
- Mr. David Von Moll addressed the Board and said that when the Finance Committee was informed they had a lengthy list of things to do. Since that time, they have been completed, and now they will be cutting back on the meetings. Mr. Von Moll would like for anyone who has any additional items they would like the Committee to consider, to please let them know.

7. PUBLIC COMMENT

Chairman Michael Cline called for public comments at CESC and at the satellite locations, and there were none.

8. ADJOURNMENT OF THE MEETING

Chairman Michael Cline called for a motion to adjourn the meeting of the E911 Services Board at 10:52 AM. All approved, and the meeting was adjourned.

Respectfully Submitted:

Terry D. Mayo

(Date)